

Low Carbon Transit Operations Program (LCTOP)

PROJECT DESCRIPTION AND ALLOCATION REQUEST (SUMMARY)

Project Information:

Lead Agency:	Trinity County Department of Transportation
Project Name:	Free Trinity Transit Fare Day and Voucher Program
Project Type: <i>See Attachment A</i>	A5: Free or reduced-fare transit vouchers
Description of Project (Short):	Trinity Transit will offer several free fare days on all Trinity Transit routes, pass programs, and youth encouragement programs, to encourage more people to use public transportation systems and increase ridership.
Project Location:	Trinity County
Project Start Date (anticipated):	1-Jul-16
Project End Date (anticipated):	30-Jun-19

Funding Information:

Funding Year:	2015/2016
Requested Amount of PUC 99313:	\$13,145
Requested Amount of PUC 99314:	\$832
Total LCTOP Funding:	\$13,977
Total Project Cost:	\$13,977

Project Benefits:

Greenhouse Gas Benefits (off of worksheet)

Estimated GHG Reduction:	131.38
Project Life:	3 years or until all funds are used
Estimated Total GHG Reduction:	131.38

Disadvantaged Communities (DAC) Benefits:

Does your service area have a DAC?	NO
Does the Project Benefit a DAC?	
Identify the DAC Census Tracts?	
Identify Specific DAC Benefit Criteria? <i>See Attachment B</i>	
Qualitative Description of DAC Benefit?	
Describe the DAC Need Project Addresses?	
Total GGRF \$ Allocated to DAC	0

Co-benefit

Critical Air Pollution Reduction:	X - Those connecting to other regional transportation networks.
VMT Reduction:	X
Ridership Increase	10% per year. Ridership Increase -Yr 1= 1,716, Yr 2-1,888, Yr 3- 2,284
Fuel Ues Reduction:	N/A
Energy Use Reduction:	N/A

PROJECT DESCRIPTION AND ALLOCATION REQUEST (ALLOCATION)

Regional Entity: Trinity Co Transportation Commision	
Project Lead: Trinity County Department of Transportation	County: Trinity
Project Title: Free Trinity Transit Fare Day and Voucher Program	

Project Lead:

I certify the scope, cost, schedule, and benefits as identified in the attached Allocation Request (Request) and attachments are true and accurate and demonstrate a fully funded operable project. I understand the Request is subject to any additional restrictions, limitations or conditions that may be enacted by the State Legislature, including the State's budgetary process and/or auction receipts. In the event the project cannot be completed as originally scoped, scheduled and estimated, or the project is terminated prior to completion, project lead shall, at its own expense, ensure that the project is in a safe and operable condition for the public. I understand this project will be monitored by the California Department of Transportation - Division of Rail and Mass Transportation.

Name: Richard Tippet

Signature:

Title: Exectutive Secretary

Agency: Trinity County Department of Transportation

Date: 5-Jan-16

Amount: 13,977

Contributing Sponsor(s):

*If this project includes funding from more than one project sponsor, the project lead above becomes the "recipient agency" and the additional contributing project sponsor(s) must also sign and state the amount and type of LCTOP funds (PUC Sections 99313 and 99314) contribution. Sign below or **attach a separate officially signed letter providing that information. If there is more than one contributing sponsor, please submit additional page, or a letter from the additional contributors.**

Name:

Signature:

Title:

Agency:

Date:

Amount:

Low Carbon Transit Operations Program (LCTOP)

PROJECT DESCRIPTION AND ALLOCATION REQUEST (FUNDING)

Low Carbon Transit Operations Program (LCTOP)

PROJECT DESCRIPTION AND ALLOCATION REQUEST (ALLOCATION)

Regional Entity: Trinity Co Transportation Commision	
Project Lead: Trinity County Department of Transportation	County: Trinity
Project Title: Free Trinity Transit Fare Day and Voucher Program	

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Name:

Signature:

Title:

Agency:

Date:

Amount:

Low Carbon Transit Operations Program (LCTOP)

PROJECT DESCRIPTION AND ALLOCATION REQUEST (FUNDING)

	<i>LCTOP Allocation</i>	15/16	16/17	17/18
Request Amount per PUC 99313:		\$13,145	\$0	\$0
Request Amount per PUC 99314:		\$832	\$0	\$0
Total Project Allocation Request:		\$13,977	\$0	\$0
Project Title:	Free Trinity Transit Fare Day and Voucher Program			
Project Location/Address:	31301 State Hwy 3, Weaverville, CA 96093			

Table 1: Project Lead Information

	Legislative District Numbers	
Agency Name: Trinity County Department of Transpo	Assembly:	2nd District
Contact Person: Polly Chapman	Senate:	2nd District
Contact Phone #: (530) 623-1365 Ext. 3427	Congressional:	2nd District
Email Address: pchapman@trinitycounty.org	Amount:	PUC Funds Type:
Address: P.O. Box 2490	\$ 832	99314
Weaverville, CA 96093	\$	

Table 2: Contributing Sponsor Information

Name: Trinity County Transportation Commis	Amount :	PUC Fund Type:
Contact: Polly Chapman	\$ 13,145	99313
Contact Phone #: (530) 623-1365	\$	
Email Address: pchapman@trinitycounty.org		
Address: P.O. Box 2490, Weaverville, CA 9609		

Other Contributing Sponsors: (Attach sheet with contact information)	Amount:	PUC Fund Type:
Name: _____	\$ _____	
Name: _____	\$ _____	
Name: _____	\$ _____	

TOTAL \$13,977

(*Contributing project sponsors provide signed letters of verification as to amount and eligibility or sign cover page)

Low Carbon Transit Operations Program (LCTOP)

PROJECT DESCRIPTION AND ALLOCATION REQUEST (PROJECT)

Table 3: Type of Project

See Attachment A for category of project (example: Category 1A Implement new or expanded transit service (for new routes or expansion of existing routes)).

<u>Operations Projects</u>				<u>Capital Projects</u>			
<input type="checkbox"/>	A1	<input type="checkbox"/>	Ai	<input type="checkbox"/>	B1	<input type="checkbox"/>	Bi
<input type="checkbox"/>	A2	<input type="checkbox"/>	Aii	<input type="checkbox"/>	B2	<input type="checkbox"/>	Bii
<input type="checkbox"/>	A3	<input type="checkbox"/>	Aiii	<input type="checkbox"/>	B3	<input type="checkbox"/>	Bii
<input type="checkbox"/>	A4	<input type="checkbox"/>	Aiv	<input type="checkbox"/>	B4		
<input checked="" type="checkbox"/>	A5						

Table 4: Project Summary

a) Project Description - Describe the project in your own words, using comprehensive overall project description regarding improvements to be made, increased level of service and performance goals.

The purpose of this project is to offer several free transit days, free passes to specific groups, and a youth pass program for Trinity Transit riders. This program will be offered on several days throughout the year to promote the service and encourage more people to use public transportation. This will be offered on all of Trinity Transit routes. Special attention will be given to routes that have been implemented over the past year. Since Trinity Transit is an "intercity service" it may also increase ridership on other public transportation systems, such as the Redding Area Bus Authority (RABA), Redwood Transit System (RTS), and Greyhound as each trip on Hwy 299 has timed connections to local, regional and national transportation systems. In turn this will increase Trinity Transit ridership and reduce GHG emissions by increasing awareness of public transportation and encourage people to try it.

b) Project Location - Describe the location of the project. Also provide an 8 1/2" X 11" project site map that shows the transit service area and project location. Use link to CalEPA website for information,
<http://www.calepa.ca.gov/EnvJustice/GHGInvest/default.htm>.

Trinity County is in the northwestern portion of the state of California. The service area that Trinity Transit operates within is between Willow Creek in Humboldt County, and Redding in Shasta County. The Redding and Willow Creek routes serve all of the communities along State Route 299 within Trinity County. Other areas served in the County are the communities of Hayfork and Lewiston. See Attachment "A" for a map of the area.

See Attached

c) Project Life - For capital projects, state the Useful Life of the Project. For operations project state the number of months service will operate.

Capital:

Operations: 36 months

Low Carbon Transit Operations Program (LCTOP)

PROJECT DESCRIPTION AND ALLOCATION REQUEST (BENEFITS/OUTCOMES)

Table 5: Description of Major Benefits/Outcomes

a) Greenhouse Gas Reduction - Describe how this project will reduce greenhouse gases and any assumptions or data that support this description. For example, "The expanded transit service will reduce VMT and greenhouse gas emissions by replacing auto trips with transit trips. Initial estimates indicate that the expansion could add 50 commuter bus riders per day to replace an average auto trip of 10 miles each way." If available, please provide the expected amount of VMT reductions and greenhouse gas reductions.

This program will reduce VMT and GHG emissions by replacing auto trips with transit trips. If projected goals are met, 858 to 1,201 added passengers translates to 8,202 to 11,482 miles (average passenger is 9.56) and 12 to 16 tons of CO₂ (using U.S. Energy Information Administration for gasoline) being removed by transit bus trips over the course of 1 year.

b) Increased Mode Share - Describe how this project will directly increase mode share.

By providing passes and free transit days potential riders will be more likely to use public transportation/Trinity Transit. Many of Trinity County's communities are spread out. Programs such as this will encourage kids, young adults, and others to use Trinity Transit for trips to visit friends, go shopping, or go to medical or social service appointments. Once riders use the system at no cost they will become comfortable with the service and more likely to continue using it for their transportation needs. If ridership increases by 10% each year as anticipated, the first year will increase ridership by 1,716; the second year by 1,888, and the third year by 2,284.

c) Disadvantaged Communities (DAC) Project Criteria

See Attachment B for DAC Criteria to Evaluate Projects (example: Category 1B Project provides transit incentives to residents with a physical address in a disadvantage community (e.g., vouchers, reduced fares, transit passes).

Low Carbon Transportation Projects

<input type="checkbox"/>	1A	<input type="checkbox"/>	2A
<input type="checkbox"/>	1B	<input type="checkbox"/>	2B
<input type="checkbox"/>	1C	<input type="checkbox"/>	2C
<input type="checkbox"/>	1D		

Transit Projects

<input checked="" type="checkbox"/>	1A	<input type="checkbox"/>	1G	<input type="checkbox"/>	2E
<input type="checkbox"/>	1B	<input type="checkbox"/>	1H	<input type="checkbox"/>	2F
<input type="checkbox"/>	1C	<input type="checkbox"/>	2A	<input type="checkbox"/>	2G
<input type="checkbox"/>	1D	<input type="checkbox"/>	2B	<input type="checkbox"/>	2H
<input type="checkbox"/>	1E	<input type="checkbox"/>	2C	<input type="checkbox"/>	2I

☐

1F

☐

2D

d) Disadvantaged Communities (DAC) (if applicable*) - Describe how this project will directly benefit the DAC(s) within your service area in your own words. For agencies whose service area includes disadvantaged communities, at least 50 percent of the total moneys received shall be expended on projects that will benefit disadvantaged communities.

There are no DAC's in the service area.

Low Carbon Transit Operations Program (LCTOP)

PROJECT DESCRIPTION AND ALLOCATION REQUEST (BENEFITS/OUTCOMES)

Table 5: Description of Major Benefits/Outcomes

e) Co-Benefits - Check all additional Benefits/Outcomes.

<input checked="" type="checkbox"/> Improved Safety	<input checked="" type="checkbox"/> Coordination with Educational Institutions
<input checked="" type="checkbox"/> Improved Public Health	<input checked="" type="checkbox"/> College/University <input checked="" type="checkbox"/> Grades K-12
<input type="checkbox"/> Reduced Operating/Maintenance Cost	<input checked="" type="checkbox"/> Promotes Active Transportation (walking, biking)
<input type="checkbox"/> Increase System Reliability	<input checked="" type="checkbox"/> Promotes integration with other modes of transportation
<input type="checkbox"/> Other Benefits (describe below)	

f) Co-Benefits - Describe benefits indicated above in d) and any other benefits not listed.

This program will increase safety by removing vehicle from the roadways and reducing traffic collision incidents. Public Health will be improved by reducing GHG emissions and by getting more people to medical and social service appointments. Coordination with local college outreach programs and those in the counties of Humboldt and Shasta will reduce VMT's by increase ridership. Active Transportation will be improved as all of Trinity Transit buses are equipped with bike racks. Riders often bring their bikes on Trinity Transit to get around in other communities and to ride on the recreation trails in the Weaverville basin and other locations. Since Trinity Transit connects with other other agencies, riders will have an opportunity to use other modes of transportation such as Greyhound, Amtrak, and the Capitol Corridor.

Table 6: Project Schedule

Capital Projects	
Begin Construction Phase (Contract Award)	
End Construction Phase (Contract Acceptance)	
Begin Vehicle/Equipment Order (Contract Award)	
End Vehicle/Equipment Order (Contract Acceptance)	
Begin Closeout Phase	
End Closeout Phase	

Operations Projects	
Begin expanded/enhanced transit services	1-Jul-16
End expanded/enhanced transit services	30-Jun-19
Begin Closeout Phase	1-Jul-19
End Closeout Phase	1-Sep-19

START DATE FOR LCTOP FUNDED PHASES MAY NOT PROCEED PROJECT APPROVAL LETTER.

Pre-construction costs (e.g design, environmental and right-a-way) are not eligible to be funded by LCTOP funds, they must be funded by other sources.

Low Carbon Transit Operations Program (LCTOP)

PROJECT DESCRIPTION AND ALLOCATION REQUEST (OPERATIONS DESCRIPTION)

Table 7: Operations Project Description

a) Describe the operating plan for this system.

On dates approved Trinity Transit will provide "Free Transit Days" for all riders. Some pass programs will be created under the direction of the Social Service Transportation Advisory Council. The pass program will include a youth program to encourage young people to use public transportation. The fares and passes will be subsidized with funds from this program. Depending on how well the program goes the funds will last 2 to 3 years.

b) Describe the fare structure for this system.

Fares are based on the distance traveled. For example the route from Weaverville to Redding is about 50 miles and is \$10 regular fare each way. Reduced fare is \$7.50. The route between Weaverville and Hayfork is about 30 miles and is \$4 for regular fare and \$3.00 for reduced fare. Trips within communities if \$1.50 for regular fare and \$1.00 for reduced fare. Children five years old and younger ride free. One child 12 and under rides free with a fare paying adult.

c) Describe the assumptions and process that were used to develop the ridership projections shown in the request.


It is assumed that the program will increase ridership by 10%. Because Trinity Transit ridership has been steadily increasing over the past five years due to the intercity routes that were implemented between Shasta and Humboldt County's it is difficult to estimate how much of the increased ridership will be from this program. For example, ridership increased by 9% between FY 13/14 and FY 14/15.

d) Describe the assumptions and process for how the operating cost projections were developed.

Since these funds will subsidize fares and not operating costs, current Trinity Transit fare structure was used for these calculations.

Low Carbon Transit Operations Program TOTAL PROJECT COST AND FUNDING PLAN

The following Funding Plan has been reviewed and approved by the undersigned. It includes a complete list of funds for this project and is the total cost of the project, including LCTOP funds.

Person preparing this form (please type or print) Polly Chapman	Phone: (530) 623-1365	Date: 12/13/2015
Approval Authority: Sign and date 	Typed name and phone number: Richard Tippet, Executive Secretary (530) 623-1365	

Shaded fields are automatically calculated. Please do not fill these fields.

Proposed Total Project Cost								
Component	Prior	FY 2015/16	FY	FY	FY	FY	FY	Project Total
PA&ED	0	0	0	0	0	0	0	0
PS&E	0	0	0	0	0	0	0	0
R/W	0	0	0	0	0	0	0	0
CON	0	0	0	0	0	0	0	0
Veh/Equip Purchase	0	0	0	0	0	0	0	4,618
Operations/Other	0	0	0	0	0	0	0	13,977
TOTAL	0	0	0	0	0	0	0	18,595

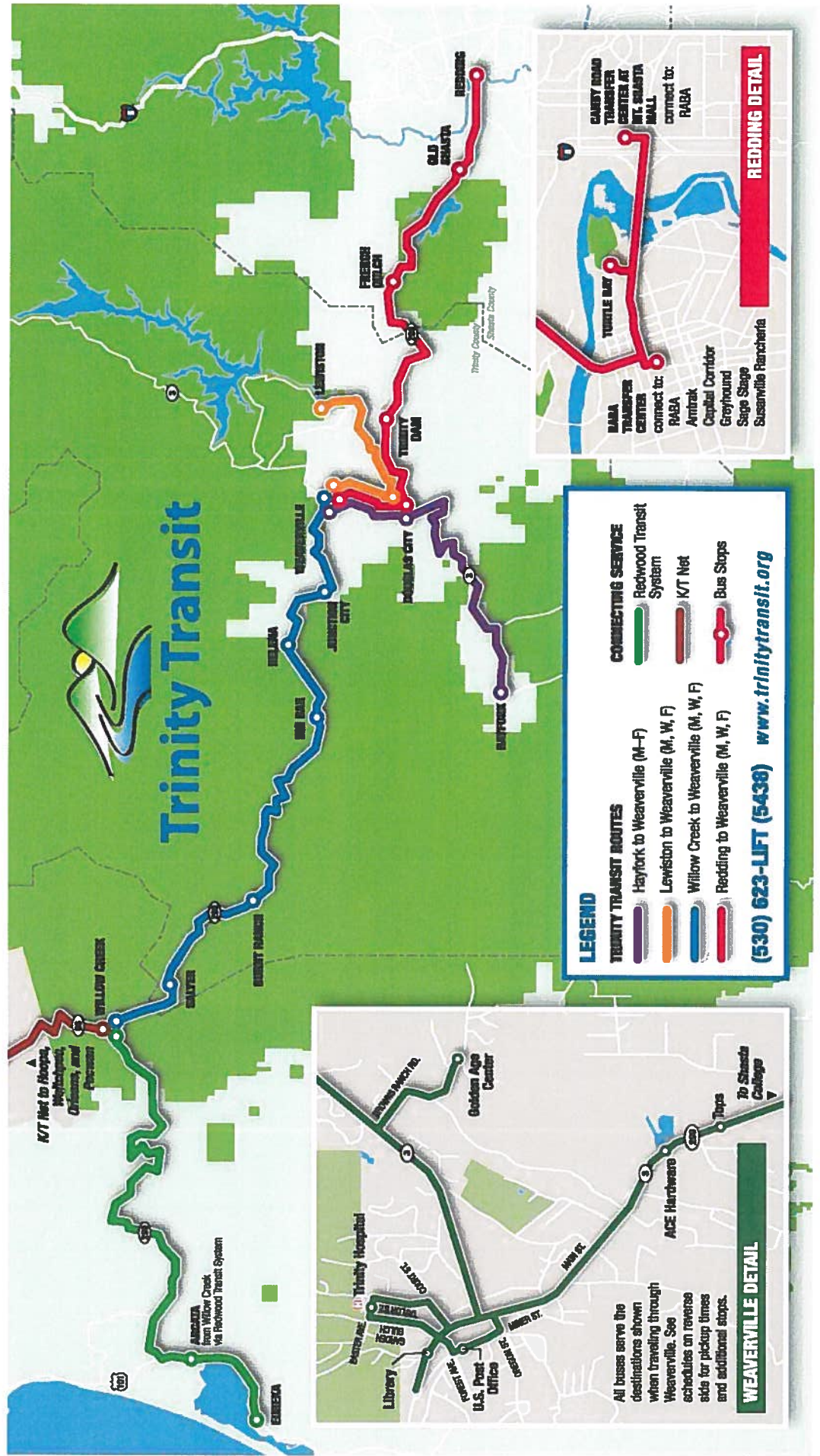
Low Carbon Transit Operations Program (LCTOP)								
Component	Prior	FY 2015/16	FY	FY	FY	FY	FY	Total
PA&ED								0
PS&E								0
R/W								0
CON								0
Veh/Equip Purchase	4,618							4,618
Operations/Other		13,977						13,977
TOTAL	4,618	13,977	0	0	0	0	0	18,595

Funding Source:								
Component	Prior	FY 2015/16	FY	FY	FY	FY	FY	Total
PA&ED								0
PS&E								0
R/W								0
CON								0
Veh/Equip Purchase								0
Operations/Other								0
TOTAL	0	0	0	0	0	0	0	0

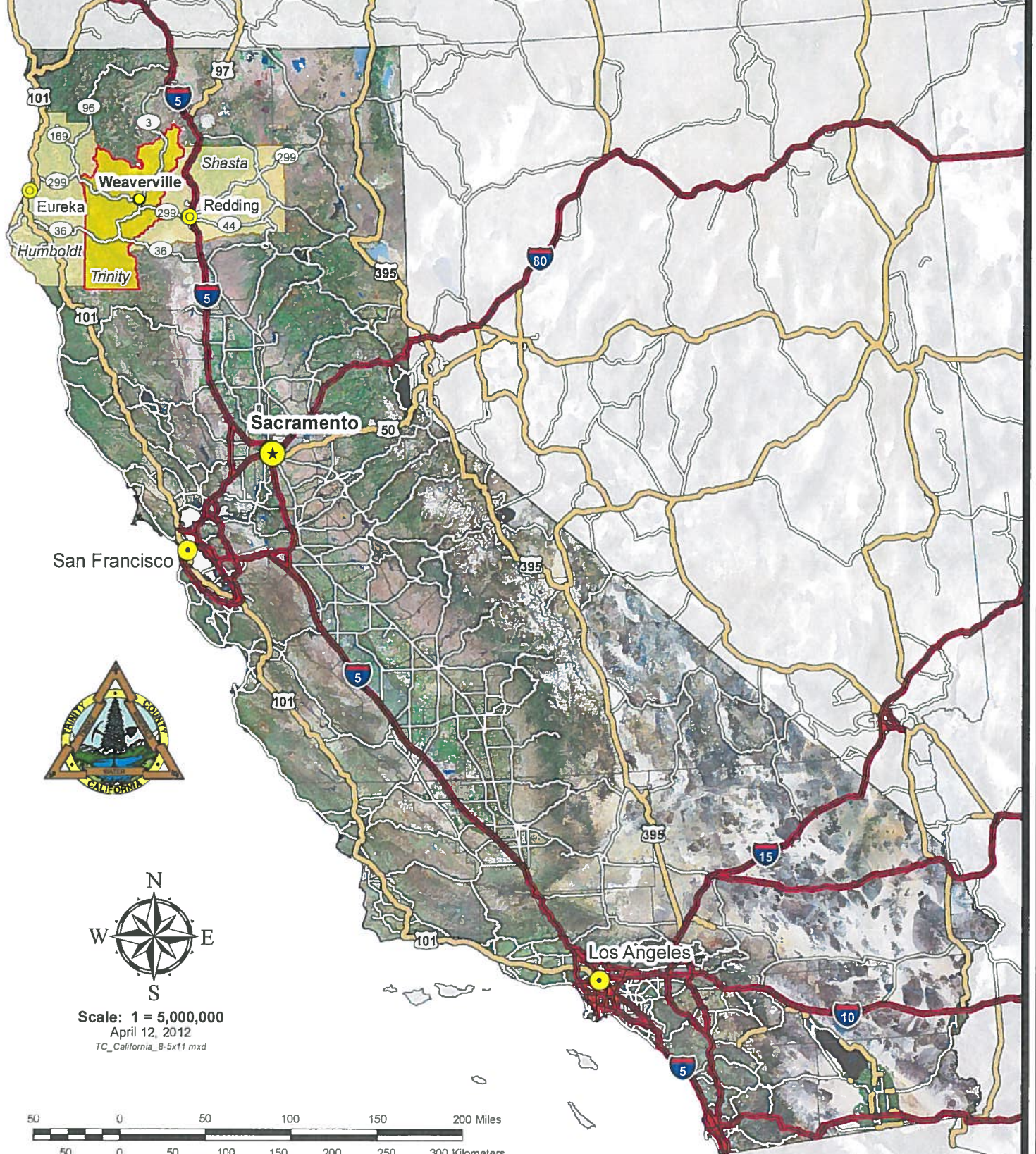
Funding Source:								
Component	Prior	FY 2015/16	FY	FY	FY	FY	FY	Total
PA&ED								0
PS&E								0
R/W								0
CON								0
Veh/Equip Purchase								0
Operations/Other								0
TOTAL	0	0	0	0	0	0	0	0

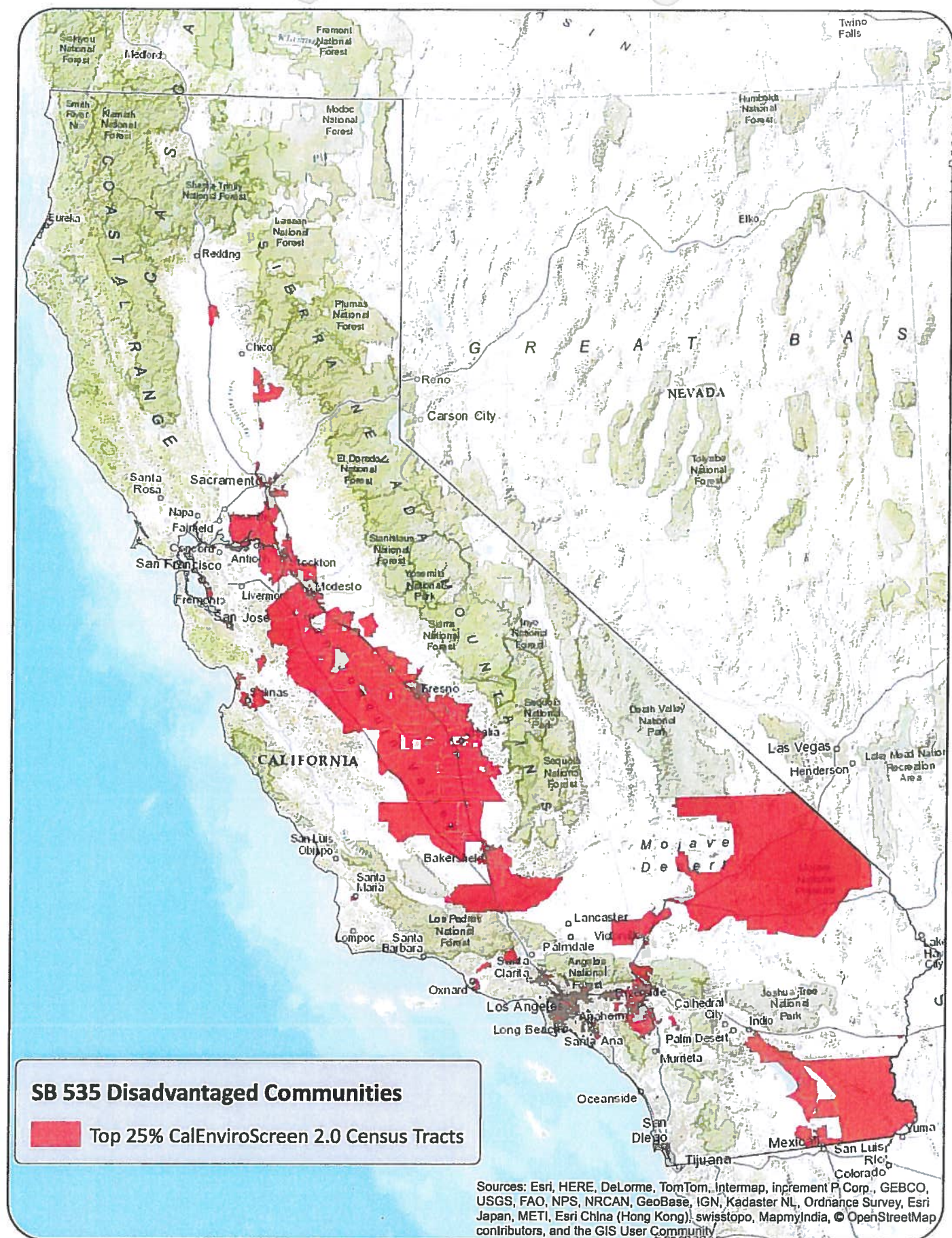
Funding Source:								
Component	Prior	FY 2015/16	FY	FY	FY	FY	FY	Total
PA&ED								0
PS&E								0
R/W								0
CON								0
Veh/Equip Purchase								0
Operations/Other								0
TOTAL	0	0	0	0	0	0	0	0

Trinity Transit Service Area



Trinity County, California









California Air Resources Board (ARB)
Greenhouse Gas Emission Reduction Calculator for the
California Department of Transportation (Caltrans)
Low Carbon Transit Operations Program (LCTOP)
Greenhouse Gas Reduction Fund
Fiscal Year 2015-16

**Updated Emission factors on December 18, 2015.

The California Air Resources Board (ARB) is responsible for providing the quantification methodology to estimate greenhouse gas (GHG) emission reductions from projects receiving monies from the Greenhouse Gas Reduction Fund (GGRF).

This GHG emission reduction calculator accompanies the quantification methodology for the fiscal year (FY) 2015-16 GGRF Low Carbon Transit and Operations Program (LCTOP) available at: <http://www.arb.ca.gov/cc/capandtrade/auctionproceeds/finallctopgm.pdf>

Applicants must use this calculator to estimate the GHG reductions associated with the LCTOP projects. Refer to the quantification methodology document for background, step by step detailed instructions and examples. To use this calculator, follow these steps:

Step 1 Identify the LCTOP proposed project type(s): The applicant must select at least one eligible project type from Tables 1 or 2 and may select additional project types from Tables 3 or 4.

Step 2 Determine the inputs needed: The applicant will use Tables 5 and 6 to determine the required project details needed for input into this calculator tool for the applicable project type selected in Step 1.

Step 3 Estimate GHG emission reductions: The applicant will enter the project details identified in Step 2 into this calculator tool to calculate the GHG emission reductions of the proposed project.

Read Me Tab (this page):

Enter the Project Name, Project ID and the contact information for person who can answer project specific questions from staff reviewers on the quantification calculations. The Project ID is assigned by Caltrans. This file will be submitted with other documentation requirements. Please use the following file naming convention: "[Project ID]_[Project Name]" not to exceed 20 characters. For example, if the application ID is "1-1C_001," the project name is "Transit BRT," and the file is the input file, the file name may be "1-1C_001Transit BRT." Project names may be abbreviated.

Project Name:	Free Trinity Transit Fare Day & Voucher Program
Project ID:	
Contact Name:	Polly Chapman
Contact Phone Number:	(530) 623-1365 Ext 3427
Contact Email:	pchapman@trinitycounty.org
Date Completed:	

Inputs Tab:

Headers in red indicate input needed by the project applicant. For each row, applicants must work from left to right and enter all relevant data. Some cells may not be applicable to the project. These cells will turn black and be locked based on inputs. Applicants should use as many rows as necessary to characterize all relevant features of the proposed project. Definitions are provided in the definitions tab, including how to determine Year 1, Year F, and adjustment factors. Inputs must be substantiated in the documentation provided to ARB; see Section C. Documentation of the quantification methodology.

Submit documentation: Save file for submittal. See Section C. Documentation of the quantification methodology for additional documentation requirements.

For more information on ARB's efforts to support implementation of GGRF investments, see: www.arb.ca.gov/auctionproceeds
Questions on this document should be forwarded to GGRFProgram@arb.ca.gov
Questions on the LCTOP program should be forwarded to LCTOPcomments@dot.ca.gov

California Air Resources Board (ARB)
Greenhouse Gas Emission Reduction Calculator for the
California Department of Transportation (Caltrans)
Low Carbon Transit Operations Program (LCTOP)
Greenhouse Gas Reduction Fund
Fiscal Year 2015-16

California Environmental Protection Agency



Project Name:

Project ID:

Inputs into columns highlighted in **YELLOW** with **RED** headers are required fields dependent on project type (see quantification methodology). Must be filled out from left to right.

[illegible]



California Environmental Protection Agency



California Air Resources Board (ARB)
Greenhouse Gas Emission Reduction Calculator for the
California Department of Transportation (Caltrans)
Low Carbon Transit Operations Program (LCTOP)
Greenhouse Gas Reduction Fund
Fiscal Year 2015-16

Project Name:	Free Trinity Transit Fare Day & Voucher Program
Project ID:	0

Inputs in RED must be filled out

Results	GHG Emissions (MTCO2e)	Description
Net GHG Benefits	11.81	Total GHG Emission Reductions (MTCO2e)
LCTOP Funds Requested (\$)	13,977.00	Funds requested per State Controller's Office Eligible list for FY 2015-16
Total LCTOP Funds Requested (\$)	13,977.00	Includes all LCTOP allocations the applicant intends to utilize (up to three FY allocations including FY 2015-16) for the proposed project. Use the State Controller's Office Eligible list for FY 2015-16 allocation funding amounts to estimate the subsequent funding allocations.
Total GGRF Funds Requested (\$)	13,977.00	Includes the Total LCTOP fund requested and any other GGRF Program monies
Total GHG Emission Reductions /Total GGRF Funds Requested (\$)	0.0008	The metric to be reported in the application.

Low Carbon Transit Operations Program (LCTOP)
AUTHORIZED AGENT

AS THE Executive Secretary
(Chief Executive Officer / Director / President / Secretary)

OF THE Trinity County Transportation Commission
(Name of County/City Organization)

I hereby authorize the following individual(s) to execute for and on behalf of the named Regional Entity/Transit Operator, any actions necessary for the purpose of obtaining Low Carbon Transit Operations Program (LCTOP) funds provided by the California Department of Transportation, Division of Rail and Mass Transportation. I understand that if there is a change in the authorized agent, the project sponsor must submit a new form. This form is required even when the authorized agent is the executive authority himself. I understand the Board must provide a resolution approving the Authorized Agent. The Board Resolution appointing the Authorized Agent is attached.

Polly Chapman, Senior Transportation Planner OR
(Name and Title of Authorized Agent)

Lisa McNeely, Account III OR
(Name and Title of Authorized Agent)

(Name and Title of Authorized Agent)

Richard Tippet Executive Secretary
(Print Name) (Title)


(Signature)

Approved this 5th day of January, 2016

Attachment: Board Resolution approving Authorized Agent

Low Carbon Transit Operations Program (LCTOP) CERTIFICATIONS AND ASSURANCES

Project Sponsor: Trinity County Transportation Commission

Agency Name: Trinity County Department of Transportation

Effective Date of this Document: January 5, 2016

The California Department of Transportation (Department) has adopted the following certifications and assurances for the Low Carbon Transit Operations Program. As a condition of the receipt of LCTOP funds, project lead must comply with these terms and conditions.

A. General

- (1) The project lead agrees to abide by the current LCTOP Guidelines and applicable legal requirements.
- (2) The project lead must submit to the Department a signed Authorized Agent form designating the representative who can submit documents on behalf of the project sponsor and a copy of the board resolution appointing the Authorized Agent.

B. Project Administration

- (1) The project lead certifies that required environmental documentation is complete before requesting an allocation of LCTOP funds. The project lead assures that projects approved for LCTOP funding comply with Public Resources Code § 21100 and § 21150.
- (2) The project lead certifies that a dedicated bank account for LCTOP funds only will be established within 30 days of receipt of LCTOP funds.
- (3) The project lead certifies that when LCTOP funds are used for a transit capital project, that the project will be completed and remain in operation for its useful life.
- (4) The project lead certifies that it has the legal, financial, and technical capacity to carry out the project, including the safety and security aspects of that project.
- (5) The project lead certifies that they will notify the Department of pending litigation, dispute, or negative audit findings related to the project, before receiving an allocation of funds.
- (6) The project lead must maintain satisfactory continuing control over the use of project equipment and facilities and will adequately maintain project equipment and facilities for the useful life of the project.
- (7) Any interest the project lead earns on LCTOP funds must be used only on approved LCTOP projects.
- (8) The project lead must notify the Department of any changes to the approved project with a Corrective Action Plan (CAP).
- (9) Under extraordinary circumstances, a project lead may terminate a project prior to completion. In the event the project lead terminates a project prior to completion, the project lead must (1) contact the Department in writing and follow-up with a phone call verifying receipt of such notice; (2) pursuant to

verification, submit a final report indicating the reason for the termination and demonstrating the expended funds were used on the intended purpose; (3) submit a request to reassign the funds to a new project within 180 days of termination.

- (10) Funds must be encumbered and liquidated within the time allowed.

C. Reporting

- (1) The project lead must submit the following LCTOP reports:
- a. Semi-Annual Progress Reports by May 15th and November 15th each year.
 - b. A Final Report within six months of project completion.
 - c. The annual audit required under the Transportation Development Act (TDA), to verify receipt and appropriate expenditure of LCTOP funds. A copy of the audit report must be submitted to the Department within six months of the close of the year (December 31) each year in which LCTOP funds have been received or expended.
- (2) Other Reporting Requirements: ARB is developing funding guidelines that will include reporting requirements for all State agencies that receive appropriations from the Greenhouse Gas Reduction Fund. Caltrans and project sponsors will need to submit reporting information in accordance with ARB's funding guidelines, including reporting on greenhouse gas reductions and benefits to disadvantaged communities.

D. Cost Principles

- (1) The project lead agrees to comply with Title 2 of the Code of Federal Regulations 225 (2 CFR 225), Cost Principles for State and Local Government, and 49 CFR, Part 18, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments.
- (2) The project lead agrees, and will assure that its contractors and subcontractors will be obligated to agree, that:
- a. Contract Cost Principles and Procedures, 48 CFR, Federal Acquisition Regulations System, Chapter 1, Part 31, et seq., shall be used to determine the allow ability of individual project cost items and
 - b. Those parties shall comply with Federal administrative procedures in accordance with 49 CFR, Part 18, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments. Every sub-recipient receiving LCTOP funds as a contractor or sub-contractor shall comply with Federal administrative procedures in accordance with 49 CFR, Part 18, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments.
- (3) Any project cost for which the project lead has received funds that are determined by subsequent audit to be unallowable under 2 CFR 225, 48 CFR, Chapter 1, Part 31 or 49 CFR, Part 18, are subject to repayment by the project lead to the State of California (State). All projects must reduce greenhouse gas emissions, as required under Public Resources Code section 75230, and any project that fails to reduce greenhouse gases shall also have its project costs submit to repayment by the project lead to the State. Should the project lead fail to reimburse moneys due to the State within thirty (30) days of demand, or within such other period as may be agreed in writing between the Parties hereto, the State is authorized to intercept and withhold future payments due the project lead from the State or any third-party source, including but not limited to, the State Treasurer and the State Controller.

E. Record Retention

- (1) The project lead agrees, and will assure that its contractors and subcontractors shall establish and maintain an accounting system and records that properly accumulate and segregate incurred project costs and matching funds by line item for the project. The accounting system of the project lead, its contractors and all subcontractors shall conform to Generally Accepted Accounting Principles (GAAP), and enable the determination of incurred costs at interim points of completion. All accounting records and other supporting papers of the project lead, its contractors and subcontractors connected with LCTOP funding shall be maintained for a minimum of three (3) years after the "Project Closeout" report or final Phase 2 report is submitted (per ARB Funding Guidelines, Vol. 3, page 3.A-16), and shall be held open to inspection, copying, and audit by representatives of the State and the California State Auditor. Copies thereof will be furnished by the project lead, its contractors, and subcontractors upon receipt of any request made by the State or its agents. In conducting an audit of the costs claimed, the State will rely to the maximum extent possible on any prior audit of the project lead pursuant to the provisions of federal and State law. In the absence of such an audit, any acceptable audit work performed by the project lead's external and internal auditors may be relied upon and used by the State when planning and conducting additional audits.
- (2) For the purpose of determining compliance with Title 21, California Code of Regulations, Section 2500 et seq., when applicable, and other matters connected with the performance of the project lead's contracts with third parties pursuant to Government Code § 8546.7, the project sponsor, its contractors and subcontractors and the State shall each maintain and make available for inspection all books, documents, papers, accounting records, and other evidence pertaining to the performance of such contracts, including, but not limited to, the costs of administering those various contracts. All of the above referenced parties shall make such materials available at their respective offices at all reasonable times during the entire project period and for three (3) years from the date of final payment. The State, the California State Auditor, or any duly authorized representative of the State, shall each have access to any books, records, and documents that are pertinent to a project for audits, examinations, excerpts, and transactions, and the project lead shall furnish copies thereof if requested.
- (3) The project lead, its contractors and subcontractors will permit access to all records of employment, employment advertisements, employment application forms, and other pertinent data and records by the State Fair Employment Practices and Housing Commission, or any other agency of the State of California designated by the State, for the purpose of any investigation to ascertain compliance with this document.

F. Special Situations

The Department may perform an audit and/or request detailed project information of the project sponsor's LCTOP funded projects at the Department's discretion at any time prior to the completion of the LCTOP.

I certify all of these conditions will be met.

BY:  , Director of Transportation
AUTHORIZING OFFICER, Title
Unit/Department/Agency

RESOLUTION NO. 2016-019

**A RESOLUTION OF THE BOARD OF SUPERVISORS
OF THE COUNTY OF TRINITY
WHICH AUTHORIZES THE EXECUTION OF THE
LOW CARBON TRANSIT OPERATIONS PROGRAM
FOR TRINITY TRANSIT**

WHEREAS, the County of Trinity is an eligible project sponsor to receive state funding from the Low Carbon Transit Operations Program (LCTOP) for transit projects; and

WHEREAS, the statutes related to state-funded transit projects require a local or regional implementing agency to abide by various regulations; and

WHEREAS, Senate Bill 862 (2014) named the California Department of Transportation (Caltrans) as the administrative agency for the LCTOP; and

WHEREAS, Caltrans has developed guidelines for the purpose of administering and distributing LCTOP funds to eligible project sponsors; and

WHEREAS, Trinity Transit, operated by the County of Trinity is the only transit operator in Trinity County eligible to be awarded LCTOP funds under SB 862; and

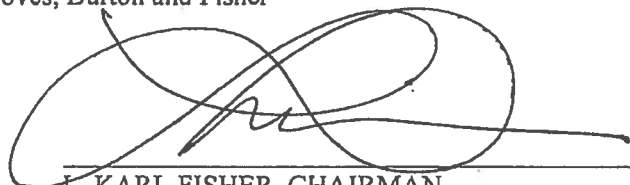
WHEREAS, the County of Trinity wishes to implement the LCTOP project.

NOW, THEREFORE, BE IT RESOLVED that the Trinity County Board of Supervisors, hereby authorizes the project nomination and allocation request to Caltrans for FY 2015-16 LCTOP funds, to execute the "Free Trinity Transit Fare Day and Voucher Program" in the amount of \$13,977.

BE IT FURTHER RESOLVED that the Director of Transportation of the County of Trinity is hereby authorized to execute all required documents of the LCTOP program and any amendments thereto with Caltrans.

DULY PASSED AND ADOPTED this 15th day of March, 2016 by the Board of Supervisors of the County of Trinity by motion, second (Morris/Fenley), and the following vote:

AYES:	Supervisors Fenley, Morris, Groves, Burton and Fisher
NOES:	None
ABSENT:	None
ABSTAIN:	None
RECUSE:	None



L. KARL FISHER, CHAIRMAN
Board of Supervisors
County of Trinity
State of California

ATTEST:

MARGARET E. LONG
Clerk of the Board of Supervisors

By:  _____

Deputy

The foregoing is a correct copy of the original instrument on file in this office.

Attest: MARGARET E. LONG
Clerk of the Board of Supervisors of
the County of Trinity, State of
California,

By:  _____



State of California
PUBLIC UTILITIES CODE
DIVISION 10. TRANSIT DISTRICTS
PART 11. PROVISIONS APPLICABLE TO ALL PUBLIC TRANSIT
CHAPTER 4. TRANSPORTATION DEVELOPMENT
Article 6.5. Transportation Planning and Development Account
§ 99313

99313. From the funds made available pursuant to subdivision (c) of Section 99312, an amount shall be allocated by the Controller to each transportation planning agency and county transportation commission, and the San Diego Metropolitan Transit Development Board, based on the ratio of the population of the area under its jurisdiction to the total population of the state.

(Amended by Stats. 1989, Ch. 105, Sec. 23. Effective July 10, 1989.)



State of California
PUBLIC UTILITIES CODE
DIVISION 10. TRANSIT DISTRICTS
PART 11. PROVISIONS APPLICABLE TO ALL PUBLIC TRANSIT
CHAPTER 4. TRANSPORTATION DEVELOPMENT
Article 6.5. Transportation Planning and Development Account
§ 99314

99314. (a) From funds made available pursuant to subdivision (b) of Section 99312, an amount shall be allocated by the Controller to each transportation planning agency and county transportation commission, and the San Diego Metropolitan Transit Development Board. The allocation shall include an amount corresponding to each of the member agencies of the Altamont Commuter Express Authority and the Southern California Regional Rail Authority. The amount of funds allocated shall be based on the ratio of the total revenue of all the operators and the member agencies of the Altamont Commuter Express Authority and the Southern California Regional Rail Authority in the area under their respective jurisdictions during the prior fiscal year to the total revenue of all the operators in the state and the member agencies of the Altamont Commuter Express Authority and the member agencies of the Southern California Regional Rail Authority during the prior fiscal year.

(b) For purposes of this section and Section 99314.3, "revenue" means fare revenues and any other funds used by the operator for its transit operation, and the revenue that is derived from operating as a member of the authority pursuant to Section 99314.1, except federal and state funds which may only be used for transportation purposes and funds allocated pursuant to Section 99233. The revenue amount for each operator shall be determined from the annual report submitted to the Legislature by the Controller pursuant to Section 99243.5. The revenue amount for each member agency of the Altamont Commuter Express Authority and the Southern California Regional Rail Authority shall be determined by the revenues reported to the Controller by the respective authorities in accordance to subdivision (b) of Section 99314.1 and subdivision (b) of Section 99314.2, respectively.

(c) For the purposes of this section, any reference to the "Altamont Commuter Express Authority" shall be construed to include a reference to any entity that is a successor to the authority.

(Amended by Stats. 2004, Ch. 615, Sec. 7. Effective January 1, 2005.)

RESOLUTION NO. 2016-004

**A RESOLUTION OF THE BOARD OF SUPERVISORS
OF THE COUNTY OF TRINITY
SITTING AS THE TRINITY COUNTY TRANSPORTATION COMMISSION
WHICH AUTHORIZES THE EXECUTION OF THE CERTIFICATIONS AND
ASSURANCES FOR THE LOW CARBON TRANSIT OPERATIONS PROGRAM**

WHEREAS, the Trinity County Transportation Commission (TCTC) is the Regional Transportation Planning Agency (RTPA) for Trinity County; and

WHEREAS, the TCTC is an eligible project sponsor to receive state funding from the Low Carbon Transit Operations Program (LCTOP) for transit projects; and

WHEREAS, the statutes related to state-funded transit projects require a local or regional implementing agency to abide by various regulations; and

WHEREAS, Senate Bill 862 (2014) named the California Department of Transportation (Caltrans) as the administrative agency for the LCTOP; and

WHEREAS, Caltrans has developed guidelines for the purpose of administering and distributing LCTOP funds to eligible project sponsors; and

WHEREAS, Trinity Transit, operated by the County of Trinity is the only transit operator in Trinity County eligible to be awarded LCTOP funds under SB 862; and

WHEREAS, the TCTC wishes to delegate authorization to execute these documents and any amendments thereto to the Executive Secretary; and

NOW, THEREFORE, BE IT RESOLVED by the Trinity County Transportation Commission, that the fund recipient agrees to comply with all conditions and requirements set forth in the Certification and Assurances document and applicable statutes, regulations and guidelines for all LCTOP funded transit projects.

BE IT FURTHER RESOLVED that the Executive Secretary of the Trinity County Transportation Commission is hereby authorized to execute all required documents of the LCTOP program and any amendments thereto with Caltrans.

DULY PASSED AND ADOPTED this 5th day of January 2016 by the Board of Supervisors of the County of Trinity sitting as the Trinity County Transportation Commission by motion, second (Burton/Fisher), and the following vote:


AYES: Commissioners Fenley, Burton, Morris and Fisher
NOES: Commissioner Groves
ABSENT: None
ABSTAIN: None
RECUSE: None



L. KARL FISHER, CHAIRMAN
Board of Supervisors, sitting as the
Transportation Commission
County of Trinity
State of California

ATTEST:

MARGARET E. LONG
Clerk of the Board of Supervisors

By:  Deputy

The foregoing is a correct copy of the original instrument on file in this office.

Attest: WENDY G. TYLER
Clerk of the Board of Supervisors of
the County of Trinity, State of
California,

By:  Deputy